



## **EMPLOYEE RECOGNITION POLICY**

The County believes that a program to recognize County employees who make significant contributions and demonstrate their commitment during the performance of their duties result in higher morale and productivity among all employees and permits the County to fulfill its statutory responsibilities in an efficient and cost-effective manner, thereby serving a public purpose.

### *LENGTH OF SERVICE*

To recognize the contribution of employees who have completed five (5) or more years of continuous services with the County, the County Board will provide nominal awards which may include, but are not limited to, such items as certificates, mugs, and engraved plates for placement on each employee's respective Years of Service plaques. Taxes associated with recognition awards will be paid by the County unless prohibited by federal or state laws, rules, or regulations. Awards are given to employees who have completed five (5) calendar years of service and subsequent five (5) calendar year intervals of service at the annual Employee Recognition Awards luncheon. The following will be presented by the County Board Chair or designee: 5 and 10 Years- Certificate of Appreciation from the County Board; 15 years- Years of Service plaque with engraved name plate; 20 years or more- County Mug and engraved plate for years of service plaque.

### *EXIT FROM COUNTY SERVICE*

Employees who leave County employment after significant lengths of service and in good standing may be eligible to receive a token reminder of the County's appreciation of their work and service which may include an 8" x 10" Plaque. In addition, for employees with ten (10) or more years of service, the County will pay up to \$50 towards the cost of a cake for farewell or retirement parties hosted by the department. Farewell and retirement parties during working hours must not occur after the exit from County service.

### *OUTSTANDING SERVICE AWARD PROGRAM*

The purpose of the Outstanding Service Award program is to recognize, on a quarterly basis, those employees who provide outstanding service and contributions to the County and its citizens.

County employees can recognize their co-worker's accomplishments at any time during the year by completing the "Outstanding Service Award Program Form" and submitting it to Human Resources. Forms must be completed in their entirety in order to be accepted. When recognizing an employee for the Outstanding Service Award, the nominator should consider the following criteria:

- Sustained excellent job performance;
- Contributions to the County resulting in, for example, more efficiency, better service, cost savings, or successful crisis management;
- Length of service (must be at least one year to qualify for this program);
- Significant contributions to a major project or operations;
- Special service to the department or County; and
- Any other performance criteria deemed exceptional.

Each employee who has been recommended for recognition will be honored at the first Board meeting of the month following the end of the quarter. Each "Outstanding Service Award" recipient will receive a certificate from the County.

#### *EMPLOYEE REFERRAL PROGRAM*

Wilkin County is always looking for good people, and current employees can help. Research has shown, the new hires who come into an employer through employee referrals are excellent contributors, stay with the employer longer and are more cost-effective recruits. If an employee knows someone who would be a good addition to Wilkin County, that employee may be awarded a referral bonus of \$500 (less taxes) if you refer a candidate and he or she is hired.

Employees must refer candidates to Human Resources and complete the Wilkin County candidate referral form that is available on the Wilkin County HR Portal.

#### Program Rules:

- All Wilkin County employees, except those in elected positions, HR personnel or managers with hiring authority over the referred candidates, are eligible for the referral bonus.
- The referral date cannot be earlier than the date the job opening is posted. The hiring of a referred employee must occur within 90 days of the initial referral date.
- The referral must represent the candidate's first contact with Wilkin County. Temporary, summer, contract and former employees of Wilkin County are not eligible candidates for the referral bonus.
- To be eligible for the bonus, an employee must submit a referral to Human Resources with a candidate referral form and an employment application.
- The referring employee must agree to have his or her name used when the County contacts the candidate.

- The first employee to refer a candidate will be the only referring employee eligible for payment.
- Only candidates who meet the essential qualifications for the position will be considered.
- All candidates will be evaluated for employment consistent with County policies and procedures.
- All information regarding the hiring decision will remain strictly confidential.
- The referring employee must be employed by Wilkin County during the hired candidate's first 90 days of employment to receive payment of the referral bonus.
- Any disputes or interpretations of this employee referral program will be handled through Human Resources
- All referral bonus payments will be paid within 90 days after the referred employee's first day of employment at Wilkin County.